

SENATE FISCAL AGENCY
Job Description

POSITION TITLE: Associate Director

IMMEDIATE SUPERVISOR: Director

SUMMARY: Associate Directors are responsible for all aspects of Unit operation. This includes monitoring the performance and work products of Fiscal Analysts and the Unit Secretary within the Unit to ensure timeliness, analytical integrity, and overall quality of written products and oral presentations.

Associate Directors are to carry out Agency policy as articulated by the Director and contained in Agency rules.

Associate Directors serve as advisor to the Director. This includes assisting in goal setting, planning, and identifying potential problems within and outside the Agency.

DUTIES AND RESPONSIBILITIES:

In addition to fulfilling the responsibilities of a Fiscal Analyst, the Associate Director is required to:

1. Monitor, review, and evaluate written work products of Fiscal Analysts including analyses of bills and administrative rules, memoranda, letters, and subcommittee decision documents.
2. Coordinate and monitor the Unit portion of all Agency-wide projects to ensure consistency, quality, and adherence to deadlines.
3. Evaluate the performance of analytical and clerical personnel within the Unit and make recommendations concerning merit pay to the Director.
4. Redistribute budget assignments of Fiscal Analysts in the event of an unplanned absence of a member of the Unit.
5. Provide training for new Fiscal Analysts in the Unit.
6. Interview and recommend to the Director potential candidates for employment in the Agency.
7. Monitor clerical workload and prioritize projects when necessary.
8. Monitor and make recommendations to the Director regarding annual leave and travel requests.
9. Attend weekly staff meetings and hold weekly Unit meetings to keep the Director and members of the Unit up-to-date on issues, projects and information pertaining to the Agency's work.



SKILLS AND ABILITIES:

1. In addition to the skills and abilities of a Fiscal Analyst, the Associate Director must exhibit strong management and supervisory skills.
2. Must possess the expertise and ability to evaluate the overall performance of the Fiscal Analysts in his/her Unit.
3. Knowledge of Agency rules, procedures, policies and responsibilities.

Note: This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency or his/her designee.